



REQUEST FOR PROPOSAL (RFP)

Women's Center Renovation – Glass Wall Installation and Interior Finish Work

Owner: Saint Elizabeth University

Address: 2 Convent Road, Morristown, NJ 07960

Project Title: Women's Center Interior Build-Out

Location: Saint Elizabeth University Campus St. Joseph Hall– 2 Convent Road, Morristown, NJ 07960

RFP Issue Date: 03/11/2026

Contact:

1. Project Overview

Saint Elizabeth University is requesting proposals from qualified contractors to complete interior renovation work for a Women's Center within an existing campus facility. The project includes installation of glass partition walls with double doors, extension of the existing soffit, and flooring replacement.

The approximate room dimensions are **23 feet by 24 feet (approximately 552 square feet)**.

2. Scope of Work

The selected contractor shall provide all labor, materials, tools, equipment, and supervision necessary to complete the following work:

Glass Wall System

- Furnish and install glass partition walls to create the Women's Center enclosure.
- Glass walls shall be **approximately 9 feet 6 inches (9.5 ft) in height**.
- Glass panels shall be **½ inch thick tempered safety glass**.
- Provide a **double glass door assembly** within the glass wall system.
- Glass system to include framing, door hardware, supports, and anchoring as required.
- Ensure the system complies with all applicable building codes and safety standards.



Soffit Extension

- Extend the existing soffit to align with the new wall layout.
- Match existing materials and finishes as closely as possible.
- Include framing, drywall installation, finishing, and painting.

Flooring Removal and Replacement

- Remove and properly dispose of existing carpet flooring in the designated project area.
 - Prepare the subfloor as necessary for new flooring installation.
 - Furnish and install new **Luxury Vinyl Tile (LVT)** flooring across the approximately **552 square foot area**.
 - Provide transition strips and edge finishes where required.
-

3. Contractor Responsibilities

- Conduct site verification and field measurements prior to construction.
 - Coordinate procurement and installation of all materials.
 - Protect adjacent finished areas during construction.
 - Maintain a clean and safe work environment.
 - Remove debris and provide final jobsite cleanup.
 - Comply with all applicable local building codes, regulations, and university requirements.
-

4. Proposal Requirements

Proposals should include the following:

- Detailed cost breakdown including labor, materials, and installation.
 - Proposed project schedule and estimated completion timeline.
 - Description/specifications of materials and systems proposed.
 - Proof of insurance and required licenses.
-

5. Project Schedule

- RFP Release Date: 03/11/2026
- Walkthrough 03/16-03/25/2026
- Proposal Due Date: 03/27/2026
- Contractor Selection: 04/01/2026



- Estimated Project Start:04/06/2026
-

6. Site Visit

A site visit may be scheduled prior to proposal submission so contractors can review existing conditions and verify measurements. Please schedule a walkthrough at 973-290-4331 or at MGantzhorn@steu.edu

7. Proposal Submission

All proposals should be submitted electronically or in writing to:

Billy Andrinopoulos
Saint Elizabeth University
2 Convent Road
Morristown, NJ 07960

Email: Vandrinopoulos@steu.edu
Phone: 973-290-4333

8. Additional Information

Saint Elizabeth University reserves the right to accept or reject any or all proposals and to request additional information from bidders as necessary.